



Analysis Fee Schedule

Parameter	Method	Sample Container	Volume	Hold Time	Preservation	Fee
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Bacteriology (drinking water DW & wastewater WW)

♦ Total Coliform/E.coli Presence/Absence	9223 B-2012	<i>Sterile sample bottle</i> required (provided by lab at no charge)	100 ml	24 hrs	Cool to < 10 °C (< 50 °F)	\$ 20.00
♦ Total Coliform/E.coli (Enumeration)	9223 B-2012		100 ml	24 hrs for DW 6 hrs for WW	Cool to < 10 °C (< 50 °F)	\$ 22.00

General Chemistry

Alkalinity (as CaCO ₃)	2320 B-2011	Glass or Plastic	200 ml	14 days	Cool to 4 ± 2 °C	\$20.00
Ammonia Nitrogen	4500-NH ₃ D-2011	Glass or Plastic	500 ml	28 days	Cool to 4 ± 2 °C Add H ₂ SO ₄ to pH<2	\$30.00
♦ BOD, Total (5 days)	5210 B-2011	Glass or Plastic	1000 ml	24 hrs	Cool to 4 ± 2 °C	\$33.00
♦ CBOD (5 days)	5210 B-2011	Glass or Plastic	1000 ml	24 hrs	Cool to 4 ± 2 °C	\$40.00
Chemical Oxygen demand (COD)	Hach 8000	Glass or Plastic	100 ml	28 days	Cool to 4 ± 2 °C Add H ₂ SO ₄ to pH<2	\$20.00
Chloride	4500-Cl ⁻ B-1997	Glass or Plastic	100 ml	28 days	Cool to 4 ± 2 °C	\$10.00
Conductivity	2510 B-1997	Glass or Plastic	200 ml	7 days	Cool to 4 ± 2 °C	\$5.00
Iron	HACH 8008	Glass or Plastic	200 ml	48 hrs	Cool to 4 ± 2 °C	\$15.00
Hardness, Total	2340 C-1997	Glass or Plastic	500 ml	30 days	Cool to 4 ± 2 °C	\$15.00
Nitrate as N	4500-NO ₃ D-2000	Glass or Plastic	100 ml	48 hrs	Cool to 4 ± 2 °C	\$18.00
Nitrite as N	4500-NO ₂ B-2000	Glass or Plastic	100 ml	48 hrs	Cool to 4 ± 2 °C	\$18.00
Phosphorus, Total	4500-P E-1999	Glass or Plastic	200 ml	28 days	Cool to 4 ± 2 °C Add H ₂ SO ₄ to pH<2	\$20.00
Sulfate	EPA 375.4	Glass or Plastic	100 ml	28 days	Cool to 4 ± 2 °C	\$15.00
Total Suspended Solids (TSS)	2540 D-1997	Glass or Plastic	1000 ml	7 days	Cool to 4 ± 2 °C	\$15.00
Volatile Suspended Solids (VSS)	2540 E-1997	Glass or Plastic	1000 ml	7 days	Cool to 4 ± 2 °C	\$15.00
Total Dissolved Solids (TDS)	2540 C-1997	Glass or Plastic	300 ml	7 days	Cool to 4 ± 2 °C	\$35.00
Total Organic Carbon (TOC)	5310 C-2000	Amber Glass (No air space & limited light)	200 ml	28 days	Cool to 4 ± 2 °C Add H ₂ SO ₄ to pH<2	\$50.00
Oil and Grease	EPA 1664, Rev.B	Amber Glass	300 ml	28 days	Cool to 4 ± 2 °C Add H ₂ SO ₄ to pH<2	\$45.00

Notes: Methods starting with a number are from "Standard Methods for the Examination of Water & Wastewater", approved by EPA in the year listed.

♦ The City of Kerrville Laboratory holds a NELAP accreditation for analyses marked with "♦"

Standard Water Analysis Package

Alkalinity, Chloride, Conductivity, Total Hardness, Iron, Nitrate, Sulfate, Total Dissolved Solids, Total Coliform/E.coli	\$100.00
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Sample collection fee (within City Limits): \$ 25

Samples are accepted on the following days and time:

- Drinking water Bacteria/Coliform samples: **Mon -Thu 8:00am - 3:30pm**
- BOD and CBOD samples: **Tue or Thu 12:00pm-4:00pm; Wed or Fri 8:00-10:00am ****
****see Acceptance Policy for details!**
- All other samples: **Mon - Fri 8:00am - 4:00pm**

City of Kerrville Laboratory will be closed on all city holidays.



Bacteriology/Drinking Water Sample Collection

- 1.) Use sampling bottles and Microbial Reporting Forms provided by the laboratory.
- 2.) Inspect tap, wall and area surrounding tap. * Pay special attention to items attached to hose bibs, and remove any items from hose bib. Use **outside faucet** if possible; avoid kitchen or bathroom faucets.
- 3.) Flame designated tap with hand torch only if constructed of metal. Alternatively, disinfect faucet with alcohol or with bleach solution.
- 4.) Open faucet half way to flush for 5 minutes.
- 5.) Reduce flow to pencil size flow.
- 6.) Collect a Free Chlorine Residual and record on Microbial Reporting Form; **Public Water Systems only.**
- 7.) Wash hands with hand sanitizing wipes/gel.
- 8.) Get the provided 100 mL sample bottle; open only when at sample tap. Keep lid interior facing down.
- 9.) Collect 100 mL sample and carefully replace lid without touching bottle rim with hands.
- 10.) Label sealed sample bottle with corresponding site number, time, and date. Place in portable ice chest with ice in cooler.
- 11.) Complete Microbial Reporting Form using water-resistant ink.
- 12.) Deliver sample and completed form to lab **within 24 hours.**

* If inclement weather is present, special provisions must be taken to collect a sample. Special provisions include, but are not limited to: use of a barrier such as an umbrella or tarp. If it is not imperative to collect the sample at that time, then delaying until a more opportune time is advised.

Bacteria/Coliform Samples are accepted on the following days and times:

Monday – Thursday 8:00 a.m. - 3:30 p.m.

Bacteria/Coliform samples will not be accepted on Fridays, weekends, or Holidays.



City of Kerrville Laboratory

1000 Thompson Drive, Kerrville TX 78028

Phone: (830) 257-4230

Sample Acceptance Policy

The sample acceptance criteria below list the minimum criteria a sample must meet on receipt by the laboratory.

Sample collectors are required to use appropriate sample containers, use water resistant ink for filling out paper work such as Chain of Custody or Microbial Reporting Form, follow instructions for sample collection and preservation, provide the required sample volume, and adhere to sample holding times.

The following conditions and preservation requirements will be checked upon receipt of the sample by the laboratory analyst in order to evaluate sample acceptance.

- **Sample acceptance for BOD/CBOD:** The City of Kerrville Laboratory sets up BOD/CBOD samples twice a week, on Wednesday and Friday, between 10:00am and 12:00pm. To make sure samples will be processed within the required 24 h hold time, samples must be collected & received by the lab within 24 hour period before Wednesday 12:00 noon or Friday 12:00 noon.
- **Chain of Custody/Microbial Reporting Form:** Use forms provided by City of Kerrville Laboratory. Sample must be accompanied by proper documentation (location, date and time of collection, collector's name, preservation type, sample type and any special remarks about the sample), filled out using water resistant ink.
- **Sample containers:** Use of appropriate containers - provided by City of Kerrville Laboratory - is required. Sample containers should be labeled with Public Water System number or name, sample site, collector's name, date and time collected, and chlorine residual.
- **Sample integrity:** Adherence to holding time, and sufficient sample volume are required. Sample containers will be checked for leaks/cracks or any other factors that might compromise sample integrity.
- **Thermal preservation:** the sample temperature must be within $\pm 2^{\circ}\text{C}$ of the required temperature unless otherwise stated. For samples that require preservation at 4°C , the acceptable range is "from just above freezing to 6°C ". Samples that are delivered to the lab the same day as they are collected are likely not to have reached a fully chilled temperature. This is acceptable if the samples were received on ice and the chilling process has begun.
- **Chlorine check:** The client is responsible for recording the chlorine residual on the Microbial Reporting Form form. Samples received from Public Water Systems (including source water) may be checked for residual chlorine upon receipt at the laboratory and will be rejected if residual chlorine is detected.
- **pH check:** The pH of samples requiring acid/base preservation is checked upon sample receipt or upon initiation of analysis.

If these conditions are not met, the client is contacted prior to any further processing, then 1) the sample is rejected as agreed with the client, or 2) the decision to proceed is documented and agreed upon with the client, 3) the condition is noted on the Chain of Custody form and/or lab receipt documents, and 4) the data are qualified in the report.

The laboratory has nonconformance/corrective action procedures to handle samples that do not meet the requirements above or show signs of damage, contamination or inadequate preservation. Data will be appropriately qualified where samples are reported that do not meet sample acceptance requirements.